



IDAHO DEPARTMENT OF  
HEALTH & WELFARE

**STATE OF IDAHO**

**FOOD STAMP EMPLOYMENT and TRAINING PROGRAM STATE PLAN  
A.K.A. JOB SEARCH ASSISTANCE PROGRAM (JSAP)**

**October 1, 2007 through September 30, 2008**

*Idaho Department of Health & Welfare*

*Division of Welfare*

*Statewide Self-Reliance Programs*

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## **STATE PLAN**

### **IDAHO FOOD STAMP EMPLOYMENT AND TRAINING PROGRAM A.K.A. JOB SEARCH ASSISTANCE PROGRAM (JSAP)**

#### **PART I: Summary of State Food Stamp Employment and Training Program**

##### **I.A Abstract of the State Employment and Training Program.**

Idaho's Employment and Training Program serves all forty-four (44) of the State's counties. A comprehensive statewide program, services are provided using uniform criteria for outcome measurement. Those services include job search, job readiness, workfare (work opportunity site placement), education, and vocational training. The State has received additional funding to act as a "Pledge State" to serve able-bodied adults without dependents (ABAWDs) in their third month of Food Stamp Program eligibility.

Idaho has an automated system for tracking work program participants. All program participants enrolled as of the first day of the fiscal year are identified as the "roll-in" participant count.

##### **I.A.1 Program Changes.**

In calculating the amount of funding for the FFY08, we have assumed the number of participants will remain static. Component costs are based on new contractual agreements where the state contractors bill a flat monthly rate. The new rate of \$33,333.00 has resulted in a significant reduction in the cost per a participant.

Idaho continues its commitment to serve ABAWDS in offering qualifying education, training or workfare positions to each applicant or recipient who is in the last month of their 3-month time limit and who is not living in a waived area or exempted from the time limit as part of Idaho's 15% ABAWD exemption allowance.

Temporary Assistance to Families in Idaho (TAFI) participants will be exempted from JSAP when they are subject to and complying with any TAFI work requirement.

Four contractors are providing JSAP services, including case management, in Idaho's seven service areas. Contracts are monitored by a statewide Contracts and External Resource Management (CERM) Team.

The JSAP program will continue to increase collaborative efforts to more effectively serve mutual participants between TAFI, WIA, and JSAP.

### I.A.2 ABAWD Population.

We estimate 2,733 unduplicated ABAWDS will be served by the program. The Idaho Job Search Assistance Program (JSAP) is in all counties and all have the same components. We have waivers exempting a number of geographical areas from the work requirement provisions of Section 6(o) (2) of the Food Stamp Act as amended by Section 824 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996. The exempted areas are as follows:

Waived Reservations	Other Waived Areas	
Coeur d' Alene	Adams County	Lemhi County
Fort Hall	Benewah County	Lewis County
Nez Perce	Bonner County	Minidoka County
	Boundary County	Payette County
	Cassia County	Shoshone County
	Clearwater County	Valley County
	Gem County	Washington County
	Idaho County	

These participants may receive any of the services provided under our employment and training program.

ABAWDS not living in a waived area may be deferred from participation if no Work Opportunity Site is available or not within reasonable distance of the participant's home, and no other countable activity is available.

### I.A.3 Additional Allocation for "Pledge" States.

We will offer qualifying education, training or workfare positions to each ABAWD applicant or recipient who is in the last month of their 3-month time limit and who is not living in a waived area or exempted from the time limit as part of Idaho's 15% ABAWD exemption allowance.

**Estimated number of ABAWDS to reach 3<sup>rd</sup> month of eligibility      40\***

Estimated cost of serving at-risk ABAWDS			
Component	Cost per participant**	Total at risk ABAWDS	Total Annual Cost**
Employment	\$87.72	40	\$3,508.80
Education/Training	\$83.33	40	\$3,333.20
Workfare	\$86.02	40	\$3,440.80
Job Search	\$86.89	40	\$3,475.60
<b>Total Annual Estimated Cost</b>			<b>\$13,758.40</b>

\*The calculations in this table assumes that all 3<sup>rd</sup> month ABAWDS are participants in each component during their 3<sup>rd</sup> month.

**\*\*The costs associated with the 3<sup>rd</sup> month ABAWDS are different than last year based on new contract costs and JET contracts were ended.**

#### **Management controls in place to meet pledge requirements**

Idaho has developed a reporting system to notify contractor staff when an individual is nearing the third month of his/her eligibility.

#### **Capacity and ability to serve ABAWD population**

Idaho has sufficient capacity to accommodate ABAWDS in their third month of eligibility

#### **Size and special needs of at-risk ABAWDS**

The State's contractors concentrate their efforts on ABAWDS who have not found employment in their first month of eligibility. As a result of this level of effort, few ABAWDS reach their third month of eligibility.

#### **Information about education, training, and workfare components offered to at-risk ABAWDS**

At-risk ABAWDS participate in the same activities as other ABAWDS. They do, however, receive more intensive counseling and mentoring once they have used their first month of eligibility.

#### **Use of funding for at-risk ABAWDS**

If the funding received from USDA, Food and Nutrition Service for serving at-risk ABAWDS exceeds the demand for such funds, the State, after setting aside an amount to serve the estimated number of at-risk ABAWDS will use the remainder to serve ABAWDS who are currently not considered at risk. This is based upon the Proposed Rules published in the Federal Register, Volume 69, Number 54, Friday, March, 19, 2005 (page 12981-). This publication includes the following statement included on page 12985, Section "Additional Funding for States that Serve ABAWDS":

While a participating pledge State agency may use a portion of the additional funding to provide E&T services to ABAWDs who are not at risk, its first priority is to guarantee that its at-risk ABAWDs are provided the opportunity to remain eligible.

The State expects to "set-aside" the amount of funding included in this state plan for at-risk ABAWDS, or **\$\$13,758.40**. Any amount received from FNS above that amount will be made available to serve other (not necessarily at-risk) ABAWDS. The State carefully monitors program expenditures (both component and reimbursement costs) no less often than monthly. If the amount of set-aside begins to fall short of needs, additional funds will be allocated to serve at-risk ABAWDS. This additional funding is expected to come from other Employment and Training funds received as a result of this grant application.

#### **I.A.4 Program Components.**

Components of the JSAP Program include:

- **Job Search:** Non-ABAWDS must complete the equivalent of at least twenty-four (24) hours of job search in a two (2) month period. Job search activities include job readiness activities.
- **Work Opportunities (Workfare) Component:** Participants assigned to Work Opportunities sites will learn the expectations and demands of the current job market. In addition, participants receive training to improve necessary technical skills. Though not employed at the placement site, participants are required to spend no more than 30 hours, or the number of hours determined by dividing the amount of the household's monthly Food Stamp allotment by the Federal minimum wage. Following the initial determination of eligibility, newly certified ABAWDS are required to conduct job search for up to 30-days as part of their participation in the Work Opportunity component. At the end of the first 30-days of Job Search, the participant is guaranteed a work site placement if not employed.
- **Skills Training Component:** Skills Training includes educational activities (e.g., English as a Second Language (ESL), Graduate Equivalency Diploma (GED); basic literacy; Adult Basic Education (ABE); post-secondary education) and vocational training to improve employability. ABAWDS and other mandatory participants may be referred to educational or skills training activities for a maximum of 120 hours per month.
- **Employment Component:** Participants are assigned to the Employment Component to receive services that will assist them in increasing their hours of work and wages in order to become more self-sufficient. Participants are assigned to the Employment Component when they are working in exchange for money or goods and services (in-kind income).

#### **I.A.5 Sequencing of Components.**

Mandatory participants may be required to perform job search activities unless they are deferred or exempted per section II.B of this plan. ABAWDS who are unable to find employment may be placed in work opportunities or skills training.

There are no particular sequences or combinations of component assignments. The sequence depends on each participant's resources and weaknesses.

#### **I.A.6 Other Employment Programs.**

JSAP coordinates with other existing programs including TAFI (Temporary Assistance to Families in Idaho – Idaho's TANF program), WIA (Workforce Investment Act), and the Idaho Refugee Program.

Since the transition to a comprehensive statewide employment and training program, TANF and Food Stamp participants are both served by the same contractor. Food Stamp participants receive fewer services than TANF participants because of funding constraints.

Expenditures are monitored monthly for both amount and appropriateness of the charge to a specific program (TANF vs. Food Stamp Employment and Training). In addition, contractors are monitored

quarterly by the Department's Contracts and External Resources (CERM) team. Monitoring includes a review of the nature and extent of the billing for appropriateness and charge to the correct funding source as well as a quarterly review of participant case files.

Refugees eligible for the Food Stamp program are referred to the Idaho Refugee Program. Idaho does not have a General Assistance Program.

Please refer to Section III for interfaces with other programs.

### **I.A.7 Workforce Development System.**

The Department of Health and Welfare conducts outreach at the One Stop Centers by placing applications for services as well as program information materials at the center. Additionally, the Department Home Page can be accessed through Idaho Works, allowing the user to download the Application for Assistance, learn more about Department programs and e-mail specific questions to the Department. The State Office is a partner in the Workforce Development system.

Currently, some service areas have contracted with the Department of Commerce and Labor or other community agencies to provide individual and group Job Search, Job Readiness activities, case management, develop Work Opportunity Sites (WOS), place and monitor participants in WOS. Participants are referred to educational and skills training activities that are available in the communities or contractors that are providing these services.

### **I.A.8 Outcome Data.**

Idaho has a statewide reporting system to identify participant outcomes. A May 2007, report indicates over 3,900 participants worked with Employment and Training contractors. Of those participants, 16% obtained employment. The average hourly wage at placement for those obtaining employment was \$8.02 per hour. Approximately 72% of participants are employed 90 days after their initial job placement.

## **I.B. Program Components.**

### **Job Search**

- **Name of Component:** Job Search
- **Description and type of component:** Job search is a non-work component. Participants may be required to perform job search activities including work assessment, register for work with the Department of Labor, and participate in individual or group job search and job readiness activities. The number of job contacts required will be determined based on the number of employers and services available in the area. Non-ABAWDS must complete the equivalent of at least twenty-four (24) hours of job search in a two (2) month period. Job search activities include job readiness activities. Participants will report at least monthly to their worker as indicated on their JSAP Agreement, Employer Contact Sheets, and/or time sheets.

- **Geographic areas covered and variations among local areas:** The program is available to all eligible participants in all counties. The program is designed to provide uniform services statewide.
- **Anticipated number of ABAWD participants each month:** 146
- **Anticipated number of other mandatory participants each month:** 88
- **Targeted population:** All mandatory applicants and recipients.
- **Level of participant effort or number of hours of participation in the component and duration:** Non-ABAWDS must complete the equivalent of at least twenty-four (24) hours of job search in a two (2) month period. Job search activities include job readiness activities. **Organizational responsibilities:** Contractors will monitor the participant's progress for compliance with required program activities/work plan, and provide support and technical assistance. Contractors refer participants to Department of Labor to register for work. Contractors also utilize any job finding clubs, or other job readiness services that are available in the community.
- **Per Participant cost of participant reimbursement:** The State issues vouchers, which the participant takes to a vendor and exchanges for specific services or products related to this component. No payments are made directly to the participant. \$25.00 for transportation and other expenses for 234 participants monthly.  
Total monthly cost of participant reimbursements: (Reimbursement cost \$25.00 X 234 participants) = \$5,850.00  
Total annual cost of participant reimbursements: (Total monthly \$ amount X 12 months) = \$70,200.00
- **Per Participant cost of the service cost:** Cost of the service cost monthly (\$86.89 x 234)=\$20,333.13  
Total annual cost: (Total monthly cost x 12) = \$243,997.56
- **Total cost of the component and cost per participant:**  
Total annual cost: (Participant Reimbursement Annual Cost + Service Annual Cost) = \$314,197.56

## Workfare

- **Name of component:** Work Opportunity
- **Description and type of component:** Participants assigned to Work Opportunity sites learn the expectations and demands of employment in the current job market, and improve technical skills. Participants are not employees of the placement site. Participants are required to work up to 30 hours per week or the number of hours determined by dividing the amount of the household's monthly Food Stamp allotment by the Federal minimum wage. At the current Food Stamp benefit level, we do not expect any participant to meet or exceed the thirty-hour (30) maximum. Following the initial determination of eligibility, newly certified ABAWDS are required to conduct job search for up to 30-days as part of their participation in the component. At the end of the first 30-days of job search, the ABAWD is guaranteed a work site if not employed. Additional hours of job search may also be required as part of the Work Opportunity component, but not to exceed 49 percent of the total hours of participation.
- **Type of component:** Work Opportunity is a work component.
- **Geographic areas covered:** The program is available in all counties.



- **Anticipated number of ABAWD participants each month:** 58
- **Anticipated number of other mandatory participants each month:** 4
- **Targeted population:** All ABAWDS living in non-waived areas.
- **Duration:** Participants will be assigned to a work opportunity site for up to thirteen (13) weeks. The placement may be extended with prior approval and agreement between contractor, sponsor, and the participant. The hours of participation are determined by dividing the amount of the family's Food Stamp benefit by the Federal minimum hourly wage. ABAWDS have a 30-day job search period
- **Organizational responsibilities:** Contractors will develop work sites, assign participants to work sites, provide support and technical assistance, and monitor activity.
- **Per Participant cost of participant reimbursement:** The State issues vouchers, which the participant takes to a vendor and exchanges for specific services or products related to this component. No payments are made directly to the participant. \$25.00 for transportation and other expenses for 62 participants monthly.  
Total monthly cost of participant reimbursements: (Reimbursement cost \$25.00 X 62 participants) =\$1,550.00  
Total annual cost of participant reimbursements: (Total monthly \$ amount X 12 months) =\$18,600.00
- **Per Participant cost of the service cost:** Cost of the service cost monthly (\$86.02 x 62)=\$5,333.28  
Total annual cost: (Total monthly cost x 12) = \$63,999.36
- **Total cost of the component and cost per participant:**  
Total annual cost: (Participant Reimbursement Annual Cost + Service Annual Cost) =\$82,599.36

### **Education/Vocational Training**

- **Name of the component:** Skills Training
- **Description of training program:** Training is a non-work, pre-employment training in technical job skills or educational activities below the post-secondary level which have been determined appropriate to the participant's employment goal. This component covers vocational training, or equivalent knowledge, skills required in a specific occupational area, high school education or an equivalency degree program; basic and remedial education; and English as a second language. Job Search activities are included as part of this component and not to exceed 49 percent of the total hours.
- **Type of component:** Training is a non-work component.
- **Geographical areas covered:** Program is available in all counties.
- **Anticipated number of ABAWD participants each month:** 7
- **Anticipated number of other mandatory participants:** 5
- **Level of effort:** The minimum level of effort is at least 24 hours. The intensity of participation will be determined by the requirement of the program in which the participant is participating. ABAWDS may be required to participate at least 80 hours per month.
- **Duration:** The length of time is determined by the requirement of the program in which the participant is participating.

- **Targeted population:** The targeted population is participants who have participated in Job Search, have not located employment and/or have been accepted by a vocational or a non-vocational education program funded by another program which will lead to unsubsidized employment. This is also for persons who are identified as needing specialized training.
- **Organizational responsibilities:** Participants are informally referred to Vocational Rehabilitation, Colleges/Universities Vocational/ Educational Programs, Department of Labor, OJT/WIA Program (ERBS/Business Skills Class). Monitoring: personal contact with participant and/or specified agency personnel; attendance sheets or other methods as appropriate.
- **Per Participant cost of participant reimbursement:** The State issues vouchers, which the participant takes to a vendor and exchanges for specific services or products related to this component. No payments are made directly to the participant. \$25.00 for transportation and other expenses 12 participants monthly.  
Total monthly cost of participant reimbursements: (Reimbursement cost \$25.00 X 12 participants) =\$300.00  
Total annual cost of participant reimbursements: (Total monthly \$ amount X 12 months) =\$3,600.00
- **Per Participant cost of the service cost:** Cost of the service cost monthly (\$83.33 x 12)=\$999.99  
Total annual cost: (Total monthly cost x 12) = \$11,999.88
- **Total cost of the component and cost per participant:**  
Total annual cost: (Participant Reimbursement Annual Cost + Service Annual Cost) =\$15,599.88

## Employment

- **Name of the component:** Employment Services
- **Description and type of component:** Employment is a work component. Participants are assigned to the Employment Component to receive services that will assist them in increasing their hours of work and/or wages and support them in becoming more self-sufficient. Participants may be required to perform job search activities that may include assessment, individual and group job search and job readiness activities. Participants are assigned to the Employment Component when they are working in exchange for money or goods and services (in-kind income).
- **Geographical areas covered:** Program is available in all counties.
- **Anticipated number of ABAWD participants each month:** 49
- **Anticipated number of other mandatory participants each month:** 27
- **Level of effort:** The minimum level of effort is 24 hours. The intensity of participation will be determined by the participant's need for services such as counseling and mentoring to maintain employment.
- **Duration:** The length of time depends upon the participant's need for the services. The average length of time is expected to be three months.
- **Targeted population:** ABAWDS and mandatory recipients who are working less than 30 hours per week or earning less than the Federal Minimum wage multiplied by 30 hours.

- **Organizational responsibilities:** Contractors will monitor progress of participants work search, or provide support and technical assistance. Contractors may refer participants to job finding clubs or other job readiness services that are available in the community.
- **Per Participant cost of participant reimbursement:** The State issues vouchers, which the participant takes to a vendor and exchanges for specific services or products related to this component. No payments are made directly to the participant. \$25.00 for transportation and other expenses for 76 participants monthly.  
 Total monthly cost of participant reimbursements: (Reimbursement cost \$25.00 X 76 participants) =\$1,900.00  
 Total annual cost of participant reimbursements: (Total monthly \$ amount X 12 months) =\$22,800.00
- **Per Participant cost of the service cost:** Cost of the service cost monthly (\$87.72 x 76)=\$6,666.60  
 Total annual cost: (Total monthly cost x 12) = \$79,999.20
- **Total cost of the component and cost per participant:**  
 Total annual cost: (Participant Reimbursement Annual Cost + Service Annual Cost) =\$102,799.20

## **PART II: Program Participation and Exemptions**

### **II.A Work Registrant Population.**

### II.A.1. Number of Work Registrants.

The estimated number of work registrants was derived by using FY06 data and projecting for FY07.

- a. The number of work registrants expected to be in the state on October 1 of the fiscal year: 1,039
- b. The anticipated number of new work registrants to be added between October 1 and September 30 of the fiscal year: 2,868
- c. The total number of work registrants in the state between October 1 and September 30 of the fiscal year (a+b=c):3,907

### II.A.2. Unduplicated Work Registrant Count

The estimated number of work registrants is an unduplicated count of individuals. Using data from our contractors and our electronic data system EWS, we can identify our universe of work registrants by calculating the total of new referrals for the state.

### II.A.3. Characteristics of Work Registrants and ABAWDS

The following demographic characteristics of Food Stamp Program participants were obtained from a USDA Food and Nutrition Report:

<b>Federal</b> Characteristics of Food Stamp Households: Fiscal Year 2004		<b>State</b> Characteristics of Idaho residents 2004 American Community Survey	
<b>Age</b>		<b>Age</b>	
	Preschool Age Child = 21.5%		Preschool Age Child = 7.9%
	School Age Child = 31.2%		School Age Child = 22.2%
	Non-elderly Adult = 41.8%		Non-elderly Adult = 54.7%
	Elderly Adult = 5.5%		Elderly Adult = 15.2%
<b>Race</b>		<b>Race</b>	
	White = 81.2%		White = 87%
	African-American = .6%		African-American = .3%
	Hispanic = 7.2%		Hispanic = 8.9%
	Other = 3.4%		Other = 3.8%
	Non-participating Household Head = 7.5%		

### II.B Exemption Policy:

The State of Idaho supports the position of the Food and Nutrition Service (FNS) that as many Food Stamp work registrants as possible should be involved in JSAP. However, two major

factors established the framework for identifying exemptions from JSAP. These factors are (1) the small amount of funds available and (2) its rural nature.

Department staff may exempt applicants from work requirements who fall under one or more of the following:

- a. A Temporary Assistance for Needy Families in Idaho (TAFI) participant complying with TAFI work requirements.
- b. Parent or caretaker of a child under the age of six (6).
- c. Parent or caretaker of a disabled person.
- d. Persons who are incapacitated.
- e. Students enrolled half-time.
- f. SSI applicants.
- g. Persons who are employed.
- h. Persons who are self-employed.
- i. Addicts or alcoholics currently enrolled in a drug or alcoholic treatment or rehabilitation program.
- j. Unemployment insurance applicant/recipient.
- k. A child under the age of sixteen (16) years of age.
- l. A person aged sixteen (16) or seventeen (17) who is attending school at least half-time, or who is enrolled in an employment and training or GED program, at least half-time.
- m. A person aged sixty (60) or older.

Contractors recommend participant deferrals on a case by case basis. Such deferrals which will be re-evaluated no less than annually include:

- a. A person who has a dependent household member between the age of six (6) and twelve (12) and adequate day care is not available. Day care is considered not available if the registrant does not have a duly authorized provider of child care services (i.e., a provider not meeting the state's minimum standards for health and safety). If the JSAP activities can be completed during school hours, this exemption does not apply.
- b. A person having good cause for not participating lasting 60 days or longer. Good cause (such as illness, family emergency) is recommended by the contractor.
- c. A work opportunity site is not available nor is any other JSAP activity.
- d. A person who does not have adequate transportation when:
  1. public transportation is not available; and
  2. the person is not within walking distance of job sites; and
  3. van pools are not available to the person; and
  4. neighbors or friends cannot provide transportation.
- e. A person who has temporarily been laid-off a job and will return to that job within one hundred and twenty (120) days or who is job attached and will begin the job within one hundred and twenty (120) days.

Idaho has elected not to defer work registrants who leave the Food Stamp Program within 30 days or less.

**II.C Number of Work Registrants Exempt from the E&T Program.**

See Table 1 for FFY 2008 in Appendices.

**II.D Planned JSAP Program Participation.**

See Table 2 for FFY 2008 in Appendices.

**II.E ABAWD Information.**

See Table 1 for FFY 2008 in Appendices.

**PART III: Program Coordination**

**III.A Program Coordination:**

**III.A.1 Narrative Coordination Statement**

Participants are seen by Department (DHW) staff and interviewed for Food Stamp eligibility.

Eligible participants not deferred or exempted are electronically referred to the E & T program

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contractor. Contractor staff meets with the participants and develop a JSAP agreement within five working days of referral. The State determines whether a participant is exempt from participation. The contractor determines whether a deferral is appropriate, or if good cause exists for a participant not meeting participation requirements. The contractor may recommend sanction if no good cause exists for a participant not participating. The State reviews the contractor recommendation and implements the sanction. If a participant disagrees with the finding of non-compliance, he/she may file a request with the State for a fair hearing the same way as an individual who disagrees with a Food Stamp Program eligibility decision. The contractor assigns E & T program components according to the participant's mandatory JSAP status (ABAWD/ non-ABAWD), the assessment, and client needs. The contractor performs an assessment for all participants referred and provides case management surrounding Job Search activity compliance, work opportunity site placements, and job readiness services. Contractor assigns registration with Idaho Department of Labor as a requirement for all Food Stamp Program referrals.

In the event the participant presents the need for a deferral once he/she has been referred, the contractor determines good cause and communicates the information to DHW within two working days. Participants failing to perform required tasks are identified by the contractor and DHW is notified. DHW staff issue the required notice of sanction to the participant and closes the individual's participation in the Food Stamp Program. If a participant wants cure the sanction and comply, they are referred by DHW staff to the contractor who clears the sanction with the participant. If a participant disagrees with the finding of non-compliance, he/she may file a request for a fair hearing in the same manner as an individual who disagrees with a Food Stamp Program eligibility decision.

*See Appendices for Organizational Chart and Participant Flow Chart*

### **III.A.2 Information Coordination**

The Enhanced Work Services or EWS Automated system accommodates electronic referrals (on-line and instantaneous) from DHW staff by posting to the contractor's pending referral list imbedded in the EWS Automated system. Narratives by contractors and/or DHW staff are shared using the EPICS system and case level information retrieval. Contractor actions in EWS will send an alert to DHW staff. DHW staff actions will send an alert to the contractor. Participants are not referred until they are approved for Food Stamps

The contractor also enters specific employment information into the EWS automated system. Information regarding participant rate of pay and hours worked are recorded by the contractor at 30 and 90 days from placement based on information from client contact.

Contractor staff receives weekly computer generated reports indicating when a mandatory household member is closed moves from the project area or whose JSAP status has changed.

All communication can be achieved electronically through alerts, weekly reports and combined access to these shared systems.

### **III.A.3 Coordination Time frames.**

Upon approval of Food Stamps for a JSAP participant, the DHW staff person enters an electronic referral to the Contractor. Contractor staff receives this referral on-line (immediately) and then has five working days to see said participant and complete an assessment (which includes signing of JSAP agreement- which stipulates the participant's need to register with the Idaho Commerce & Labor (ICL).

Once Contractor determines non-compliance, they have two working days to notify DHW staff; however, upon electronic closure of the EWS Automated case the DHW EPICS record is immediately alerted (with a hard copy follow up). If a participant disagrees with the finding of non-compliance, he/she may file a request for a fair hearing in the same manner as an individual who disagrees with a Food Stamp Program eligibility decision.

Corrective action is achieved when the sanctioned participant completes whatever work activity they are assigned by the contractor. Upon clearance, DHW is notified of corrective action and DHW re-refers the participant as mandatory work.

### **III.B. Interagency Coordination.**

#### **III.B.1 Areas of Coordination.**

JSAP participants are referred to programs funded by other Federal and State funds that are available to the general public or for which the participant qualifies by use of informal referral procedures. See Appendices Table 3.

<b>Department Staff Coordinates with:</b>		
Idaho Department of Commerce and Labor	Idaho State University	WIA
Boise State University	Business School, Inc.	Mental Health
Adult Basic Education (GED and Literacy)	Department of Corrections	Idaho Housing
Center for New Directions	Vocational Education	Port of Hope
English as a Second Language	Panhandle Area Council	Job Corp
Transitional Employment for Handicapped	Probation and Parole	Refugee Services
Affiliated Computer Services (ACS)	Sho-Ban Indian Agency	Head Start
University of Idaho (Nutrition Education)	Vocational Rehabilitation	Idaho Easter Seals
Eastern Idaho Technical College	S.L. Start & Associates	YWCA
Lewis & Clark State College		
<b>Employment Service (ES):</b> All JSAP participants are required to register for work with Idaho Commerce and Labor; and, all JSAP agreements completed by Contractors contain this requirement.		
<b>Board of Education:</b> Contractors are knowledgeable of ABE/ESL services from local colleges and universities. Participants are referred for these services when appropriate.		
<b>Vocational Education Agency:</b> Referral resource for JSAP participants.		
<b>Social Services Agency:</b>		



Referral resource for JSAP participants.
<b>TANF work programs:</b> JSAP and TAFI participants are served by the same contractor. Participants are carefully monitored both by system and manual case review to assure Food Stamp participants follow Food Stamp requirements.
<b>WIA:</b> Contractors are knowledgeable regarding Workforce Investment Act (WIA) and Workforce Investment Board (WIB) activity. Integrated service meetings have taken place in most Idaho service areas. The Department continues to support strong collaboration between local WIBS and E & T providers.
<b>General Assistance Work Program:</b> Not applicable for Idaho unless participant is under Tribal TANF.
<b>Other agencies or programs as appropriate:</b> Contractors are required to be knowledgeable and use community resources in assisting participants to secure employment and training opportunities. Technical schools and programs, Union apprenticeships, and other private sector educational resources are coordinated within the EWS Contract agreements. Some other partnerships include Dress for Success, child care resource and referral, Women and Children's Alliance (domestic violence), private businesses, Idaho Migrant Council, community action agencies, refugee centers, county governments.

### III.B.2 Methods of Coordination.

The Department of Commerce and Labor in most areas has the same geographic areas designated as local offices. JSAP participants are referred to the Department of Commerce and Labor to register for work, WIA participation and any other services as appropriate that are available through their agency, including Job Opportunity Groups (JOG'S), Work First.

Department staff refers participants to contractors who may in turn refer them to other agencies and/or programs. Referrals are made according to the regular intake policies for those programs, with no special arrangements made for JSAP participants.

- Non-financial interagency agreements.**  
 Idaho Child Care, Head Start, DHW and EWS Contractors have a Memorandum of Understanding to enhance Child Care Quality Improvement
- Contract for provision of services.**  
 Secured via an RFP bidding process.
- Joint plans of operation** (e.g., the Food Stamp E&T Program and TANF work program prepare one integrated operations plan or manual).  
 We have an integrated manual and automated system for JSAP and TANF. Each region has a contractor that provides both the E&T and TANF Work Programs.
- Informal referral procedures** (e.g., the Food Stamp E&T Program).  
 Refers participants to WIA according to the regular intake policies for that program, with

no special arrangements for E&T participants.

- **Specify other methods of coordination as appropriate** (e.g., joint advisory committees; joint staff training; exchange of job orders or Job Bank).  
Joint trainings, training materials and system communication were developed and implemented between ET Contractor and DHW staff.

*Please refer to Appendices Table 3.*

### **III C. Contractual Arrangements.**

All of the regions have made contractual arrangements to provide case management, assessment, employment plan development, job search, work opportunities, skills training, and employment services. Current contracts are with: Idaho State Department of Commerce and Labor, S.L. Start and Associates, Working Solutions (under Easter Seals/Goodwill), and Arbor Education and Training. These contracts are performance based and monitored no less often than quarterly.

## **PART IV: Program Costs and Financial Management**

### **IV.A Planned Costs of the State Employment and Training Program**

#### **IV.A.1 Operating Budget.**

Costs in this plan represent services to persons receiving or who have applied for food stamps. The FNS 50 percent administrative funds will be matched with State funds.

Operating expenses are billed directly to the program.

The operating budget will be used as follows:

- Develop and maintain Work Opportunity (Workfare) sites,
- Refer, place and monitor ABAWDS in Work Opportunities,
- Purchase Skills Training for ABAWDS of at least 20 hours per week, and
- Purchase work finding activities for JSAP participants including ABAWDS.

No E & T funds are used for child care. All child care costs are paid with the Child Care Development Fund grants.

*See Appendices Table 4 and 4A*

#### **IV.A.2 Sources of E & T Funds.**

*See Appendices Table 5 and 5A*

#### **IV.A.3 Justification of Education Costs.**

Costs are met through other existing education programs unless the recipient is not eligible for WIA, Vocational Rehabilitation, Wagner-Peyser, etc. funds.

#### **IV.B Contractual Agreements.**

Contracts have been developed for the development, maintenance, placement and monitoring of participants in Work Opportunity sites, skills training, job search, and employment activities. The contractors enter the costs into the EWS system indicating by participant what service they received and the amount billed. Each billing is reviewed for accuracy against eligible participants. Staff also has frequent contact with the contractors. See Table 4.

#### **IV.C Participant Reimbursement.**

##### **IV.C.1. Method of Reimbursement.**

Payment of actual participant expenditures shall be made for participants to vendors up to \$25 per participant per month.

##### **IV.C.2 Procedures for Reimbursement**

Services are authorized by the contractor for a vendor payment to be paid to the provider of the service. The vendor submits the bill, with the original authorization, for payment. Payments are reviewed so that reimbursements do not exceed the allowable amount per participant per month.

#### **IV.D. Cost Allocation**

The only costs allocated are for the generation of vendor payments.

## **PART V: Program Reporting and Management Information**

### **V.A Method for Obtaining Initial Count of Work Registrants**

Using FY2007 information and EWS reports, 3,907 unduplicated clients were identified as being Food Stamp Program “work registrants”.

Number of work registrants	3,907
Number of Exemptions	586
<b>Total estimated work registrants</b>	<b>3,321</b>

## **V.B. Method for Ensuring an Unduplicated work registrant count**

The estimated number of work registrants is an unduplicated count of individuals. Using data from our contractors and our electronic data system EWS, we can identify our universe of work registrants by calculating the total of new referrals for the state.

## **V.C. Methods for Meeting On-Going Federal Reporting Requirements**

### **V.C.1 Management Information System (MIS) Method**

#### **a. Type of MIS:**

Automated

#### **b. Local Reporting Requirements**

- Contractors enter participant data into the automated system daily. The Federal report is obtained from reports obtained from the automated system.
- Contractors enter data on components, good cause, non-compliance, closure, ABAWD status, and JSAP exemption information on each participant into the automated system.
- Contractors enter the data daily.

### **V.C.2 Organizational Responsibility for JSAP Reporting**

#### **a. Responsibility for non-financial E&T reporting**

Russell Barron, Administrator  
Division of Welfare  
Department of Health and Welfare  
(208) 334-5818

#### **b. Responsibility for financial E&T reporting**

Mr. Dick Humiston, Chief  
Bureau of Financial Services  
Division of Management Services  
Department of Health and Welfare  
(208) 334-5581

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**Table 1 - Estimated Participant Levels  
Fiscal Year 2008**

A. Anticipated number of work registrants in State during the planned Federal Fiscal Year.		<b>3,907</b>
B. List planned exemption categories and the number of work registrants expected to be included during the fiscal year.	1. Participation in TAFI Activities	<b>714</b>
	2. Pending employment	<b>16</b>
<b>Total Exemptions/deferrals</b>		<b>730</b>
C. Percent of all work registrants exempt from E & T ( $B / A$ )		<b>19%</b>
D. Number of E & T mandatory participants ( $A - B$ )		<b>3,177</b>
E. Anticipated number of ABAWDs in the State during the fiscal year		<b>2,733</b>
F. Anticipated number of ABAWDs in waived areas of the State during the fiscal year		<b>742</b>
G. Anticipated number of ABAWDS to be exempted under the State's 15 percent ABAWD exemption allowance (15% of E)		<b>410</b>
H. Number of at-risk ABAWDs expected in the State during the fiscal year ( $E - (F + G)$ )		<b>1581</b>

**Table 2**

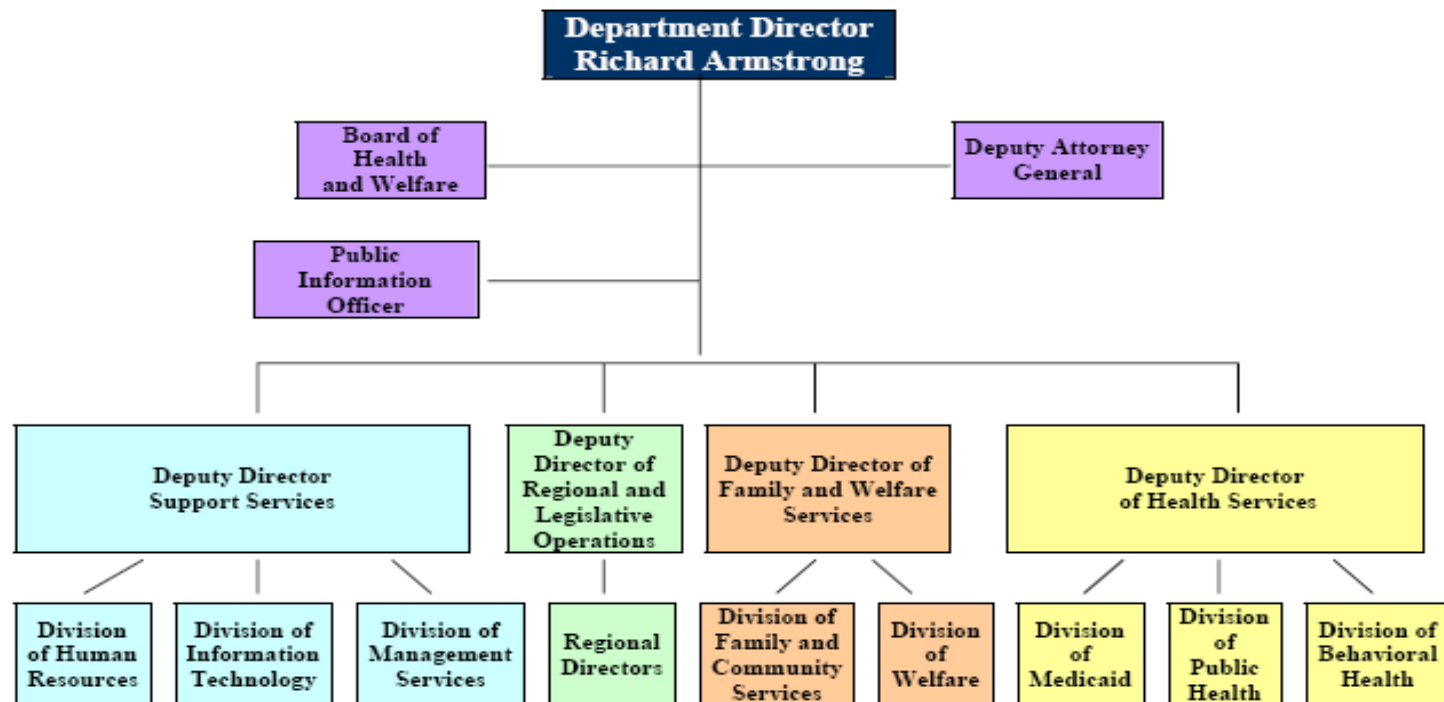
<b>Estimated E&amp;T Placements Fiscal Year 2008</b>	
Number of ABAWD applicants and recipient expected to participate in a qualifying ABAWD component each month.	260
Number of all other applicants and recipients (including ABAWDS involved in non-qualifying activities) expected to participate in a component each month.	125
Total number of applicants and recipients the State agency expects to participate in a component each month during the fiscal year.	385
<b>Estimated Individual Participation Fiscal Year 2008</b>	
Number of individuals expected to participate in the E&T Program during the fiscal year	3,907



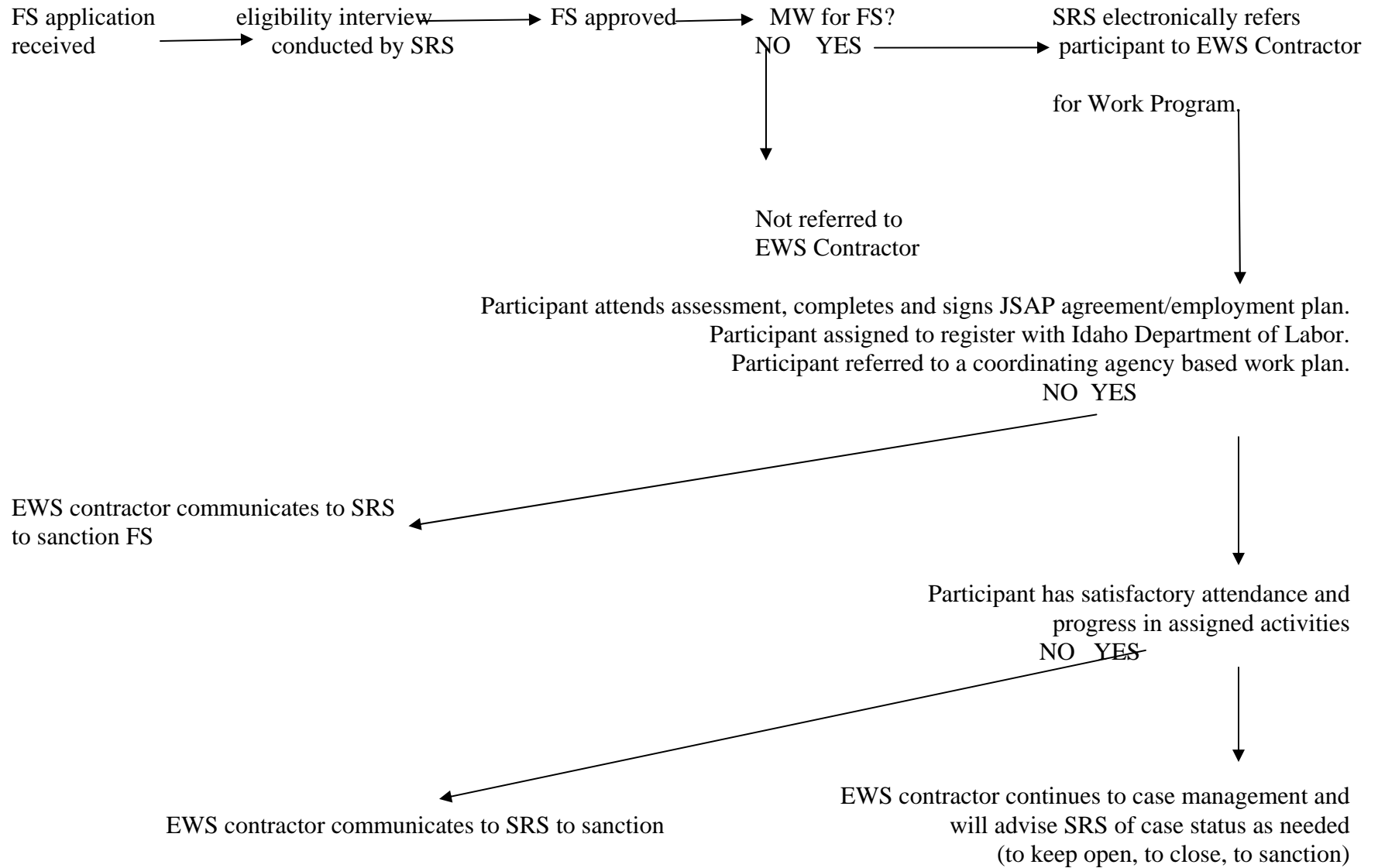
<b>Table 3 - Summary of Interagency Coordination for the E&amp;T Program</b>			
<b>Areas of Coordination</b>	<b>Agencies (List off that are involved)</b>	<b>Number of E&amp;T Placements Expected</b>	<b>Methods of Coordination</b>
1. Delivers an E&T component	S.L. Start Working Solutions (Easter Seals) Arbor Education and Training Department of Commerce and Labor	1149	Contract for provision of services secured by a RFP bidding process. Joint staff training.
2. The E&T program delivers a service for another Agency or Program	TAFI	728	None
3. Joint component of the E&T program and another agency or program	S.L. Start Working Solutions (Easter Seals) Arbor Education and Training Department of Commerce and Labor	See #1 above	Contract for provision of services for TANF and FS E&T Program by same contractor. Secured via an RFP process.
4. Referral of Individuals from the E&T program to another program or agency	Department of Commerce and Labor; WIA; College technical schools and programs; Union apprenticeships and other private sector educational resources; Refugee Services; Vocational Rehabilitation; Vocational Education; Job Corp; Probation and Parole; YWCA; Head Start; Sho-Ban Indian Agency; Idaho Housing; Child Care Resource and Referral; WCA (domestic violence); Idaho Migrant Council, CAP agencies; County governments; and Dress for Success.	We do not currently collect this data because multiple sources refer participants	Informal referral procedures. JSAP refers participants according to the regular intake policies for that program, with no special arrangements. Integrated service meetings have taken place in most Idaho service areas.
5. Other forms of coordination (Specify) _____	None	None	None

## General Organization Chart

### Idaho Department of Health and Welfare Organizational Chart



# Participant Flow Chart EWS Contractor and DHW



**Table 4- Operating Budget  
FISCAL YEAR 2008**

COMPONENTS	STATE AGENCY COSTS		CONTRACTUAL COSTS	PARTICIPANT REIMBURSEMENT (State Plus Federal)		STATE AGENCY COST FOR DEPENDENT CARE SERVICES	TOTAL
	SALARY & BENEFITS	OTHER COSTS		DEPENDENT CARE	TRANSPORTATION & OTHER COSTS		
<b>JOB SEARCH</b>	\$0	\$0	\$243,997.56	\$0	\$70,200.00	\$ 0	\$314,197.56
<b>WORK OPPORTUNITIES</b>	\$0	\$0	\$63,999.36	\$0	\$18,600.00	\$ 0	\$82,599.36
<b>JOB SKILLS TRAINING</b>	\$0	\$0	\$11,999.88	\$0	\$3,600.00	\$ 0	\$15,599.88
<b>EMPLOYMENT</b>	\$0	\$0	\$79,999.20	\$0	\$22,800.00	\$ 0	\$102,799.20
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$399,996.00</b>	<b>\$0.00</b>	<b>\$115,200.00</b>	<b>\$0.00</b>	<b>\$515,196.00</b>
<b>Overall State Agency E&amp;T Operational Costs</b>							\$4,000.00
<b>Total State E&amp;T Costs</b>							\$519,196.00

<b>Table 5 - Planned Fiscal Year Costs of the State E&amp;T Program by Category of Funding</b>		
<b>Funding Category</b>	<b>Estimated FY 2007</b>	<b>Fiscal Year 2008</b>
1.1. 100 Percent Federal E&T Grant:		
100% FEDERAL	\$208,148	\$166,518
2.2. Additional E&T Expenditures		
50% FEDERAL	\$96,990	\$116,739
50% STATE	\$96,990	\$116,739
3.3. Participant Expenses Reimbursed:		
A. State limit per month per participant for transportation/other costs		
50% FEDERAL	\$45,359	\$57,600
50% STATE	\$45,359	\$57,600
B. Up to Statewide limit per month per dependent for dependent care costs		
50% FEDERAL	\$ 0	\$ 0
50% STATE	\$ 0	\$ 0
C. Above Statewide limit per dependent per month for dependent care costs (Optional)		
100% STATE	\$ 0	\$ 0
<b>4. TOTAL E &amp; T PROGRAM COSTS (1 + 2 + 3A + 3B = 4)</b>	<b>\$492,846</b>	<b>\$515,196</b>